

INSTRUCTIONS FOR COMPLETING CIRCUIT COURT JUVENILE DIVISION: EJJ COVER SHEET - Page 1 of 3

The Juvenile reporting form and the information contained herein is intended for statistical purposes only. It shall not be admissible as evidence in any court proceeding or replace or supplement the filing and service of pleadings, orders, or other papers as required by law or Supreme Court Rule. *Authority: Supreme Court Administrative Order Number 8.*

FILING INFORMATION

The prosecuting attorney may attach the filing information from the delinquency cover sheet if originally filed as delinquency. If not filed as an original delinquency, the filing information must be filled out by the prosecuting attorney filing the petition. The clerk shall not accept the petition unless accompanied by this reporting form.

Line 1: Fill in the blank for the County where the petition is being filed and the Judicial District. The Clerk will assign you the case number to fill in that blank.

Line 2: Fill in the blanks for the Judge's name and the appropriate division, if applicable. In a multi-judge county the clerk can tell you the judge and the division. The filing date is the month, day, and year you are filing this petition.

Line 3: Enter the juvenile's name as listed in the petition and enter juvenile's birthday including the month, date and year.

Line 4: Enter the juvenile's social security number and check the appropriate box for the juvenile's sex and race.

Line 5: Check the box that best describes the juvenile's school status.

Line 6: If the petition is a new petition, check original. Check transfer only if the petition is being transferred.

Line 7: Indicate any reference to pending cases by inserting the judges's name and case number.

Custody Information: If the juvenile was not taken into custody, skip, write N/A and go to the next section. If the juvenile was taken into custody, indicate the box that best describes who took the juvenile into custody. Enter the date that the child was taken into custody including the month, day, and year. Check the appropriate box that indicates where the child was placed during the custody period.

Arrest Information: Enter the date of the alleged offense(s), the age of the at the time of the offense, the Arrest Tracking Number and the State Identification (SID) Number. Enter each of the alleged offenses set out in the delinquency petition by the Arkansas Code Annotated (A.C.A.) Number, the Type, Class, Counts, and Offense Name. Indicate whether a firearm was used in the alleged offenses.

The Clerk or Deputy Clerk shall forward a copy of the filing information on the reporting form to the AOC.

DISPOSITION INFORMATION

The person designated by the Juvenile Division Judge shall forward a copy of the completed reporting form when an order is entered to the Clerk. The Clerk or Deputy Clerk shall not enter the order unless the information report form is completed with regard to that order and he/she shall sign at the bottom.

Attorney Information: If the juvenile has an attorney, fill in the blank with the attorney's name and check the box indicating the manner in which the juvenile received counsel.

Detention Hearing: If the juvenile was not taken into custody, write N/A and go to the next section. If the juvenile was taken into custody and placed in detention, enter the date of the detention hearing. Check the appropriate box for the type of hearing. For the purposes of this form, a "Bench Hearing" is a hearing in which a judge determines the issues of facts and law in a case and a "Plea Hearing" is a hearing where the defendant admits to the allegations in the petition. Enter the date that an order was issued as a result of the detention hearing and check the appropriate box that best represents the court's order. Check the appropriate box indicating if the juvenile's attorney was present at the detention hearing.

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EJJ Designation Hearing: Enter the date of the designation hearing. Check the appropriate box for the type of hearing. For the purposes of this form, a "Bench Hearing" is a hearing in which a judge determines the issues of facts and law in a case and a "Plea Hearing" is a hearing where the defendant admits to the allegations in the petition. Enter the date that an order was issued as a result of the hearing and check the appropriate box that best represents the court's order and the box indicating if the juvenile's attorney was present at the designation hearing.

Competency Hearing: Complete section only if a competency hearing was held. If no competency hearing is held, go to the next section. Indicate if the child's attorney was present at the Competency Hearing. Check the box that best describes the court's order and enter the hearing and order dates.

EJJ Adjudication/Disposition Hearing: Enter the date of the adjudication hearing. Check the appropriate box for the type of hearing. For the purposes of this form, a "Bench Hearing" is a hearing in which a judge determines the issues of facts and law in a case, a "Plea Hearing" is a hearing where the defendant admits to the allegations in the petition, and a "Jury" applies only if jury determines allegations in the petition and is only available for the adjudication phase of the trial. Enter the date that an order was issued as a result of the adjudication hearing and check the appropriate box that indicates whether the petition was dismissed or the court adjudicated the juvenile delinquent. If there is an adjudication for delinquency complete the information regarding the charges that were the basis of the delinquency adjudication. Check the appropriate box indicating if the juvenile's attorney was present at the adjudication hearing.

Enter the date of the disposition hearing and the date that an order was issued only if it is different than the adjudication/disposition date entered above. Check the appropriate box that best represents the court's order and the box indicating if the juvenile's attorney was present at the disposition hearing.

EJJ DYS Release Hearing: Enter the date of the petition and release hearing. Check the appropriate box for the type of hearing. For the purposes of this form, a "Bench Hearing" is a hearing in which a judge determines the issues of facts and law in a case and a "Plea Hearing" is a hearing where the defendant admits to the allegations in the petition. Enter the date that an order was issued as a result of the hearing and check the appropriate box that best represents the court's order and the box indicating if the juvenile's attorney was present at the release hearing.

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EJJ Review Hearing: Enter the date of the review hearing. Enter the date that an order was issued as a result of the hearing and check the appropriate box that best represents the court's order and the box indicating if the juvenile's attorney was present at the review hearing.

Additional Court Action: If the court orders any of the following in the juvenile case, please check the appropriate box and enter the hearing and order dates.

Date of Birth/SS #: Fill in the Date of Birth and Social Security Number for each party. Effective 10-98, Public Law 104-193 requires this information in all cases involving support.

Family Information: If the subject matter of the pleading you are filing involves custody, support, or other issue(s) regarding children of the plaintiff/defendant, write the name, date of birth, and Social Security Number of the children involved. Effective 10-98, Public Law 104-193 requires this information in all cases involving support. Add additional sheets if necessary.

Payee: Provide the address of the custodial parent or other person to whom support is paid.

Public Law 104-193 Information: Effective 10-98, Public Law 104-193 requires this information in all cases involving support. Place an "X" in each box that applies. Order of Protection information should identify the party(ies) being protected.